

**ASSOCIATION FOR COMMUNITY TRAINING, INC  
SHREVEPORT, LOUISIANA**

**REPORT ON EXAMINATION OF FINANCIAL STATEMENTS,  
INTERNAL CONTROL AND COMPLIANCE**

**JUNE 30, 2000**

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Release Date DEC 27 2000

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SHREVEPORT, LOUISIANA**

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**JUNE 30, 2000**

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SHREVEPORT, LOUISIANA**

**REPORT ON EXAMINATION OF FINANCIAL STATEMENTS,  
INTERNAL CONTROL AND COMPLIANCE  
JUNE 30, 2000**

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**JERRY L. WHITE**  
Certified Public Accountant

19 Colmart Way  
Bridgewater, NJ 08807  
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Board of Directors  
Association for Community Training, Inc.  
Shreveport, Louisiana

**INDEPENDENT AUDITOR'S REPORT**


I have audited the accompanying statement of financial position of Association for Community Training, Inc., a non-profit corporation, as of June 30, 2000 and the related statements of activities and cash flows for the year then ended and the Child Care Food Program Fund of Association for Community Training, Inc., for the twelve month period ended June 30, 2000 as listed in the table of contents. These financial statements are the responsibility of the Corporation's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in "Government Auditing Standards", issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Association for Community Training, Inc., as of June 30, 2000, and the results of its operations and changes in net assets and its cash flows for the year then ended and the Child Care Food Program Fund of Association for Community Training, Inc., for the twelve month period ended June 30, 2000, in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, I have also issued my report dated November 30, 2000 on my consideration of the Association for Community Training Inc.'s internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts, and grants.

The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non-profit Organizations, and is not a required part of the basic financial statements. Also, the accompanying financial information in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in my opinion, is fairly stated in all material respects in relation to the financial statements as a whole.

  
Jerry L. White  
Certified Public Accountant

November 30, 2000



**Association For Community Training, Inc.**  
**STATEMENT OF FINANCIAL POSITION**  
**June 30, 2000**  
**With Comparative Totals at June 30, 1999**

	OUAD PROGRAMS	DRUG ABUSE	CHILD CARE	WOODLAWN TERRACE	SUMMER YOUTH	GENERAL FUND	TOTAL FUNDS	1999 TOTAL FUNDS
<b>ASSETS</b>								
<b>CURRENT ASSETS</b>								
Cash	61,610	369			293	4,763	67,035	74,633
Grants Receivable		2,900	57,958				60,858	165,362
Accounts Receivable						11,000	11,000	13,402
Employee Advances								6,900
Due From Other Funds						2,366	2,366	29,000
Prepaid Expenses	5,284						5,284	
Total Current Assets	66,894	3,269	57,958		293	18,129	146,543	289,297
<b>PROPERTY AND EQUIPMENT AT COST (NOTE E)</b>								
Land						36,000	36,000	36,000
Building						274,150	274,150	274,150
Building Improvements						136,181	136,181	136,181
Equipment						366,363	366,363	139,507
Furniture and Fixtures						2,332	2,332	2,332
Vehicle						90,510	90,510	77,748
Less accumulated depreciation						(274,209)	(274,209)	(240,335)
Net Property, Plant and Equipment						631,327	631,327	425,583
<b>TOTAL ASSETS</b>	66,894	3,269	57,958		293	649,456	777,870	714,880
<b>LIABILITIES AND FUND BALANCES</b>								
<b>CURRENT LIABILITIES</b>								
Bank Overdraft			647	58,340			58,987	16,301
Accounts Payable	68,481	574	55,180	34,969			159,204	252,985
Accrued Payroll		1,463	1,639				3,102	6,581
Payroll Taxes Payable	1,222	242	900				2,364	1,249
Due To Other Funds		990	1,375	11,000			13,365	29,000
Current Portion of Mortgage Payment (Note B)						21,916	21,916	21,916
Deposits				6,285			6,285	35,616
Total Current Liabilities	69,703	3,269	59,741	110,594		21,916	265,223	363,648
<b>LONG TERM LIABILITIES:</b>								
Mortgage Payable (Note B)	69,703	3,269	59,741	110,594		21,916	265,223	363,648
<b>TOTAL LIABILITIES</b>	69,703	3,269	59,741	110,594		21,916	265,223	363,648
<b>FUND EQUITY</b>								
Investment in general fixed assets						631,327	631,327	425,583
<b>FUND BALANCE:</b>								
Unreserved	(2,809)		(1,783)	(110,594)	293	(3,787)	(118,680)	(74,351)
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	66,894	3,269	57,958		293	18,129	777,870	714,880

The accompanying notes are an integral part of this financial statement.

**Association For Community Training, Inc.**  
**STATEMENT OF ACTIVITY**  
**June 30, 2000**  
**With Comparative Totals at June 30, 1999**

	OUAD PROGRAMS	DRUG ABUSE	CHILD CARE	WOODLAWN TERRACE	SUMMER YOUTH	GENERAL FUND	TOTAL FUNDS	1999 TOTAL FUNDS
<b>SUPPORT AND REVENUE</b>								
Government Grants	1,116,385	12,344	662,991	75,802	12,432		1,879,954	1,754,518
Fiscal Management						58,705	58,705	42,499
Other	4,890			257,306		54	262,250	306,674
<b>Total Support and Revenue</b>	<b>1,121,275</b>	<b>12,344</b>	<b>662,991</b>	<b>333,108</b>	<b>12,432</b>	<b>58,759</b>	<b>2,200,909</b>	<b>2,103,691</b>
<b>EXPENDITURES</b>								
Salaries	556,442	9,550	80,595	122,561	7,452		776,600	691,101
Fringe Benefits	100,948	794	11,993	6,505	924	5,143	126,307	81,532
Travel	18,240		1,982				20,222	24,774
Insurance	13,412			19,840			33,252	41,426
Equipment	86,790		961				87,751	110,000
Office Supplies	8,775	455	1,632	3,994		497	15,353	19,683
Postage	2,728	66	274			454	3,522	3,412
Printing	1,310			249			1,559	1,159
Professional Services	65,200	1,314	14,000	35,132	400	25,150	141,196	146,952
Rent	67,588		12,300	2,452			82,340	82,093
Telephone	6,516		2,158	6,114			14,788	16,054
Repairs	1,811						1,811	33,209
Utilities	6,461		1,070	64,530	261		72,322	85,749
Retreats and Field Trips	2,725						2,725	10,360
Conferences, Conventions, Meetings	110		2,591			199	2,900	
Van Insurance and License	6,618						6,618	
Van Repairs	3,235						3,235	
Homemaker Supplies								1,203
Material and Supplies	9,705	165		867		1,152	11,889	24,704
Teachers and Aides					3,404		3,404	61,302
Consultants	36,000						36,000	30,000
Furniture & Equipment Rental								2,748
Community Projects	59,113						59,113	63,850
Fiscal Management	69,809						69,809	58,749
Outside Services	548		1,100	123,349		1,854	126,851	66,092
Depreciation								
Bank Charges				348		211	559	2,165
Provider Reimbursement			534,118				534,118	493,168
Program Expenses						2,768	2,768	
<b>TOTAL EXPENDITURES</b>	<b>1,124,084</b>	<b>12,344</b>	<b>664,774</b>	<b>385,941</b>	<b>12,441</b>	<b>37,428</b>	<b>2,237,012</b>	<b>2,151,485</b>
<b>EXCESS (DEFICIENCY) OF SUPPORT AND REVENUE OVER EXPENDITURES</b>	<b>(2,809)</b>		<b>(1,783)</b>	<b>(52,833)</b>	<b>(9)</b>	<b>21,331</b>	<b>(36,103)</b>	<b>(47,794)</b>
<b>FUND BALANCE, BEGINNING OF YEAR</b>	<b>3,201</b>		<b>(2,584)</b>	<b>(57,761)</b>	<b>302</b>	<b>(17,809)</b>	<b>(74,651)</b>	<b>(41,048)</b>
<b>INTERFUND TRANSFERS</b>	<b>(3,201)</b>		<b>2,584</b>			<b>(7,309)</b>	<b>(7,926)</b>	<b>14,191</b>
<b>FUND BALANCE, END OF YEAR</b>	<b>(2,809)</b>		<b>(1,783)</b>	<b>(110,594)</b>	<b>293</b>	<b>(3,787)</b>	<b>(118,680)</b>	<b>(74,651)</b>

The accompanying notes are an integral part of this financial statement.

**Association For Community Training, Inc.**  
**STATEMENT OF CHANGES IN FINANCIAL POSITION**  
**June 30, 2000**  
**With Comparative Totals at June 30, 1999**

	OUAD PROGRAMS	DRUG ABUSE	CHILD CARE	WOODLAWN TERRACE	SUMMER YOUTH	GENERAL FUND	COMBINED FUNDS
<b>SOURCES OF FUNDS</b>							
Operations:							
Excess (Deficiency) of Revenue over Expenditures	(2,809)		(1,783)	(52,833)	(9)	21,331	(36,103)
Items not requiring an outlay of working capital							
Depreciation							
Disposition of Equipment							
Increase in Accrued Payroll		1,463	1,639				3,102
Increase in Accounts Payable		574					574
Decrease in Grant Receivable	110,000				8,564		118,564
Decrease in Employee Advances	13,302					6,900	20,202
Decrease in Accounts Receivable							
Decrease in Prepaid Expense							
Increase in Taxes Payable		242	749				991
Increase in Deposits							
Increase in Due to Other Funds		990	1,375	11,000			13,365
Decrease in Due From Other Funds				25,000		1,634	26,634
Increase in Fund Balance							
Total Sources of Funds	120,493	3,269	1,980	-16,833	8,555	29,865	147,329
<b>USES OF FUNDS</b>							
Increase in Grant Receivable		2,900	8,382				11,282
Increase in Accounts Receivable						10,900	10,900
Increase in Prepaid Expense	5,284						5,284
Decrease in Accounts Payable	55,897		37,586				93,483
Decrease in Taxes Payable	261				137		398
Decrease in Accrued Payroll	6,581						6,581
Increase in Fixed Assets							
Decrease in Deposits				29,331			29,331
Decrease in Fund Balance:							
Decrease in Due to Other Funds					4,000	25,000	29,000
Increase in Due From Other Funds							
Total Uses of Funds	68,023	2,900	45,968	29,331	4,137	35,900	186,259
INCREASE (DECREASE) IN FUNDS	52,470	369	(43,988)	(46,164)	4,418	(6,035)	(38,930)
INTERFUND TRANSFERS	(3,201)	(544)				(7,309)	(11,417)
UNRESTRICTED CASH @ 7/01/99	12,341	544	43,341	(12,176)	(4,125)	18,407	18,407
UNRESTRICTED CASH @ 6/30/00	61,610	369	(647)	(58,340)	293	5,063	(31,940)

The accompanying notes are an integral part of this financial statement.



**ASSOCIATION FOR COMMUNITY TRAINING, INC.**  
**Shreveport, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2000**

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The significant accounting policies followed are described below to enhance the usefulness of the financial statements to the reader.

**Organization**

The Association for Community Training, Inc. was incorporated on May 11, 1984 in Shreveport, Louisiana for civic and charitable purposes. Its mission is to provide services needed to enrich the lives of all needy citizens of Caddo Parish.

**Program Activities**

**Access II** - The goal of this program is providing at-risk African American boys in fourth through fifth grade in eight elementary schools in Caddo Parish. The program is designed to provide a comprehensive approach to meet the needs of youth and involve parents in helping to meet those needs.

**After School Study** - This is an after-school study program designed to enable under-achieving students to perform at the state minimum requirements in reading, mathematics, and writing. Through a contract with the Caddo Parish School Board, the program utilizes classrooms in several school locations and employs retired, certified teachers who provide individual instruction in small group settings to high-risk middle and elementary school youngsters.

**Homemakers** - This program educates and assists families in good health, sanitation, and home safety. The services provided include performing routine household tasks, including laundry, mending, ironing, shopping, and running errands, preparing and serving nutritious meals, cleaning, writing letters and completing forms on behalf of clients to secure services from governmental agencies, providing companionship, emotional support, and social stimulation, arranging or providing transportation as necessary in delivering these services, assisting clients with bathing, toiletries, eating, ambulating, and performing "handy-man" activities.

**ASSOCIATION FOR COMMUNITY TRAINING, INC.**  
**Shreveport, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2000**

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Program Activities**

**Drug Abuse and Education** - This program provides residents of Ledbetter Heights ( a low income, economically deprived neighborhood) with a drug abuse education and prevention program focusing on: harmful effects of drugs, early intervention, individual counseling, and rehabilitation referral for the drug user.

**Child Care Food** - This program funds the provision of food to dependent recipients in approximately 300 day care homes. Homes must pass periodic fire and sanitation inspections and eligible providers must serve meal in conformity with meal plans approved by the United States Department of Agriculture.

**Summer Youth** - This program addresses a target population which include low-income youth, potential school dropouts, and youth with difficulties that will hamper their capacity to enter the labor market and become self-sufficient citizens in the community. This is a nine week summer program designed to increase the basic skills and reduce the risks associated with the targeted group.

Association for Community Training, Inc., the accounts are maintained in accordance with the principles of "fund accounting". This is the procedure by which resources for various purposes are classified for accounting and reporting purposes into funds which are in accordance with activities or objectives specified. Separate accounts are maintained for each fund.

**Summarized Financial Information for 1999**

The financial information for the year ended June 30, 1999, presented for comparative purposes, is not intended to be a complete financial statement presentation.

**ASSOCIATION FOR COMMUNITY TRAINING, INC.**  
**Shreveport, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2000**

**NOTE B - DEBT**

Debt of Association for Community Training, Inc. at June 30, 2000 consists of the following:

Mortgage payable, due in monthly installments of \$354.37, and \$175.00, maturing, November 1996, and December 1996 respectively, secured by real estate. Interest is 19.75% and 8.5% respectively. The Association is currently in dispute with the mortgage companies regarding the amount payable and made on payments during the current audit cycle. The amounts are shown on the statement of assets and liabilities at their full value.

Detail of Mortgage Payable:

Merrill Lynch	\$ 10,669
Lomas Mortgage	\$ 11,247
Balance 6/30/99	21,916
Less: Current Portion	21,916
Total	<u>\$ -</u>

**NOTE C - ACCUMULATED UNPAID VACATION**

Association for Community Training policy provides for terminating employees to receive pay in lieu of accrued annual leave in accordance with the following:

1. Employees terminated during probationary period receive leave pay settlement.
2. Employees terminating with less than six (6) months service receive no settlement for unused vacation.

**ASSOCIATION FOR COMMUNITY TRAINING, INC.**  
**Shreveport, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2000**

**NOTE C - ACCUMULATED UNPAID VACATION (Continued)**

3. Employees with six (6) months or more service are paid for unused leave in accordance with policies.

Permanent employees accrue annual leave at a rate of 1 1/12 days per month of full-time employment. Maximum accrual vacation credit to be carried from one calendar year to the next shall not exceed thirty (30) days.

**NOTE D - COMMITMENTS AND CONTINGENCIES**

Grants require the fulfillment of certain conditions as set forth in the instrument of grant. Failure to fulfill the conditions could result in the return of the funds to grantors. Although that is a possibility, the board deems the contingency remote, since by accepting grants and their terms, it has accommodated the objectives of the organization to the provision of the grant.

**NOTE E - SUMMARY OF FIXED ASSETS AND DEPRECIATION**

Property, Plant, and Equipment are stated at cost. The organization follows the practice of capitalizing all expenditures for property, plant and equipment in excess of \$75; the fair value of donated fixed assets is similarly capitalized. Depreciation is provided over the estimated useful lives of the respective assets on the straight-line basis.

**ASSOCIATION FOR COMMUNITY TRAINING, INC.**  
**Shreveport, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2000**

**NOTE E - SUMMARY OF FIXED ASSETS AND DEPRECIATION (Continued)**

	<u>COST</u>	<u>ACCUMULATED DEPRECIATION</u>	<u>NET</u>	<u>DEPRECIATION ANNUAL RATES</u>
LAND	\$ 36,000	--	36,000	N/A
BUILDING	274,150	81,972	192,178	6.7 Percent
BLDG IMP	136,181	47,665	88,516	6.7 Percent
EQUIPMENT	366,363	96,123	270,240	14-20 Percent
FURNITURE & FIXTURES	2,332	2,075	257	14 Percent
VEHICLES	90,510	46,374	44,136	14 Percent



**JERRY L. WHITE**  
Certified Public Accountant

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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND ON  
INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON  
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors  
Association for Community Training, Inc.  
Shreveport, Louisiana

I have audited the financial statements of the Association for Community Training, Inc., Shreveport, Louisiana as of and for the year ended June 30, 2000 and have issued my report thereon dated November 30, 2000. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Governmental Auditing Standards, issued by the Comptroller General of the United States.

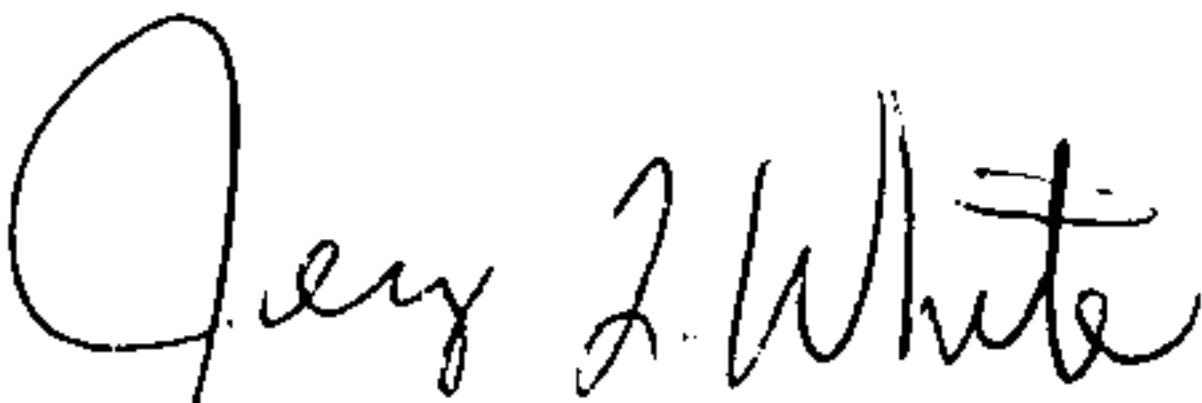
**Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I performed tests of Association for Community Training's compliance with certain provisions of laws, regulations, contracts, and grants, non-compliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances on noncompliance that are required to be reported under Government Auditing Standards.

### **Internal Control Over Financial Reporting**

In planning and performing my audit, I considered the Association for Community Training Inc.'s internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses.

This report is intended for the information of the audit committee, management, and the State of Louisiana Legislative Auditor's office, and federal awarding agencies and pass-through entities. This restriction is not intended to limit the distribution of this report, which is a matter of public record.



JERRY L. WHITE  
CERTIFIED PUBLIC ACCOUNTANT

November 30, 2000

**JERRY L. WHITE**  
Certified Public Accountant

19 Colmart Way  
Bridgewater, NJ 08807  
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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH  
REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND  
ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE  
OMB CIRCULAR A-133**

Board of Directors  
Association for Community Training, Inc.  
Shreveport, Louisiana

**Compliance**

I have audited the compliance of Association for Community Training, Inc., with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to each of its major federal programs for the twelve month period ended June 30, 2000. The Association for Community Training Inc. major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of the Association for Community Training's compliance based on my audit.

I conducted my audit of compliance in accordance with generally accepted auditing standards; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the provisions of Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non-profit Organizations." Those standards and OMB Circular A-133 require that I plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Association for Community Training, Inc. compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. I believe that my audit provides a reasonable basis for my opinion. My audit does not provide a legal determination of the Association for Community Training, Inc.'s compliance with those requirements.

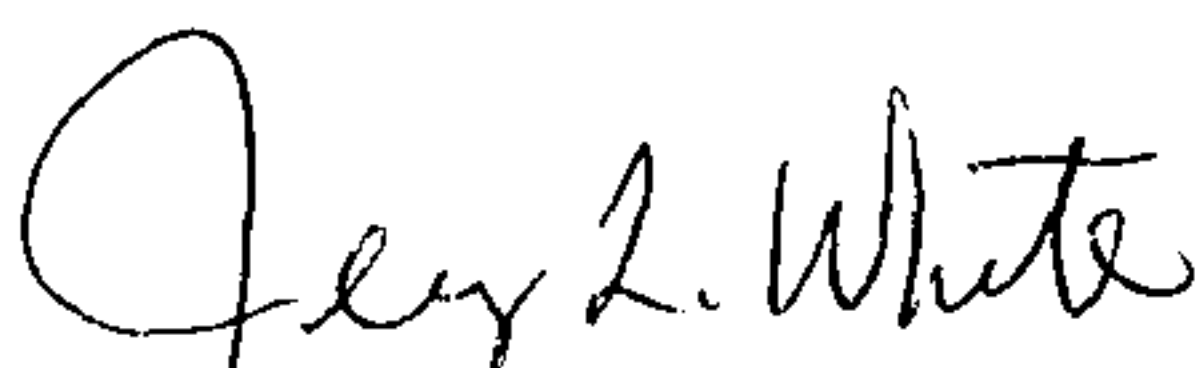
In my opinion, the Association for Community Training, Inc. complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the twelve month period ended June 30, 2000.

#### **Internal Control over Compliance**

The management of Association for Community Training, Inc., is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing my audit, I considered the Association for Community Training, Inc., internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine my auditing procedures for the purpose of expressing my opinion on compliance and to test and report on the internal control over compliance in accordance with OMB Circular A-133.

My consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts, and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses.

This report is intended for the information of the audit committee, management, and the State of Louisiana Legislative Auditor's office and federal awarding agencies and pass-through entities. This restriction is not intended to limit the distribution of this report, which is a matter of public record.



JERRY L. WHITE  
CERTIFIED PUBLIC ACCOUNTANT

November 30, 2000



ASSOCIATION FOR COMMUNITY TRAINING

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the Year Ended June 30, 2000

Section I - Summary of Auditor's Results

**Financial Statements**

Type of auditor's report issued: **Unqualified**

Internal control over financial reporting:

Material weakness(es) identified? ☐ yes ☒ no

Reportable condition(s) identified  
that are not considered to be material  
weaknesses? ☒ yes ☐ no

Noncompliance material to financial  
statements noted? ☐ yes ☒ no

**Federal Awards**

Internal control over major programs:

Material weakness(es) identified? ☐ yes ☒ no

Reportable condition(s) identified  
that are not considered to be material  
weaknesses? ☐ yes ☒ no none reported

Type of auditor's report issued on compliance for major programs: **Unqualified**

Any audit findings disclosed that are required  
to be reported in accordance with section  
510(a) of Circular A-133

Identification of major programs:

**CFDA Number(s)**

10.558

**Name of Federal Program or Cluster**

Child Care Food Program

Dollar threshold used to distinguish  
between type A and type B programs: \$500,000

Auditee qualified as low-risk auditee? ☒ yes ☐ no



**ASSOCIATION FOR COMMUNITY TRAINING**

**SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE  
For the Twelve Month Period Ended June 30, 2000**

<b><u>FEDERAL GRANTOR/PASS-THROUGH GRANTOR/PROGRAM TITLE</u></b>	<b><u>CFDA NUMBER</u></b>	<b><u>2,000 EXPENDITURES</u></b>
<b><u>MAJOR PROGRAMS:</u></b>		
<b><u>United States Department of Agriculture</u></b>		
Passed through Louisiana Department of Education Child and Adult Care	10.558	664,835
<b>Total Major Federal Program Expenditures</b>		<b>664,835</b>
 <b><u>OTHER FEDERAL ASSISTANCE</u></b>		
<b><u>Department of Substance Abuse and Mental Health:</u></b>		
Passed through Louisiana Department of Education Drug Education and Prevention	84.186A	12,344
<b>Total Federal Program Expenditures</b>		<b>677,179</b>

**JERRY L. WHITE**  
Certified Public Accountant

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## **MANAGEMENT LETTER COMMENTS**

Board of Directors  
Association for Community Training, Inc.  
Shreveport, Louisiana

### **1. Improve controls over computers loaned-out to churches participating in the Access II program.**

The Association has an outreach program with several churches throughout the community. As part of the program, the churches provides workshops, field trips and computer training to targeted youth groups consistent with the goals and objectives of the Access II program of the Association.

The Association provides computers on loan to the churches to assist in the computer training. The churches are required to sign a contract for the computers agreeing to provide proper maintenance over the computers and to return the computers to the Association upon request.

The Association maintains an inventory of all the computers listing the serial number and model number and the internal number assigned by the Association. This inventory is maintained by location.

This auditor performed a physical inventory of the computers to verify the accuracy of the Association's inventory records. I also visited several church sites to assure compliance with the Association's objectives.

While I noted no instances of material weaknesses during my review, I did note the following opportunities for improvement.

- 1) All computer equipment should be up and functional within 30 days of receipt from the Association.

## MANAGEMENT LETTER COMMENTS

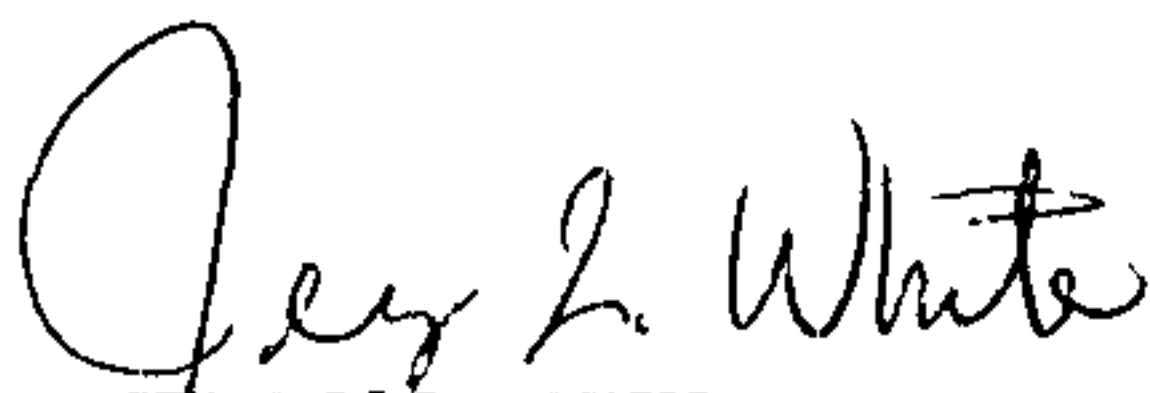
### **1. Improve controls over computers loaned-out to churches participating in the Access II program.**

- 2) All equipment should be kept on-site, without exception and be readily available for inspection by the Association or authorized individuals.
- 3) Equipment shall be used only for authorized training and educational activities.
- 4) Detailed inventory records should be maintained by each receiving location. These records should list the equipment serial number and model number, and equipment location.
- 5) List of instructors should be provided and maintained. Instructor qualification should be included in the list.

### **Management Response:**

The Association accepted all the recommendations by the Auditor.

In response to the comment, the Association issued the following instructions to all recipients of Computers as shown in the Management Correction Action Plan. The instructions were issued to augment the existing contracts between the Association and participating churches. They established additional procedures over the computer equipment while reiterating strict adherence to procedures already in effect.



JERRY L. WHITE  
CERTIFIED PUBLIC ACCOUNTANT

November 30, 2000

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## **MANAGEMENT CORRECTIVE ACTION PLAN**

Management of the Association for Community Training issued the following instructions to all recipients of computer equipment in a letter dated October 23, 2000.

### **Implementation of New Procedures**

Effective immediately the following procedures should be implemented:

- 1) All computer equipment should be up and functional within 30 days of receipt from the Association.
- 2) All equipment should be kept on-site, without exception and be readily available for inspection by the Association or authorized individuals
- 3) Equipment shall be used only for authorized training and educational activities.
- 4) Detailed inventory records should be maintained by each receiving location. These records should list the equipment serial number and model number, and equipment location.
- 5) List of instructors should be provided and maintained. Instructor qualification should be included in the list.

**Additionally, strict adherence of the following existing procedures is required of all program participants.**

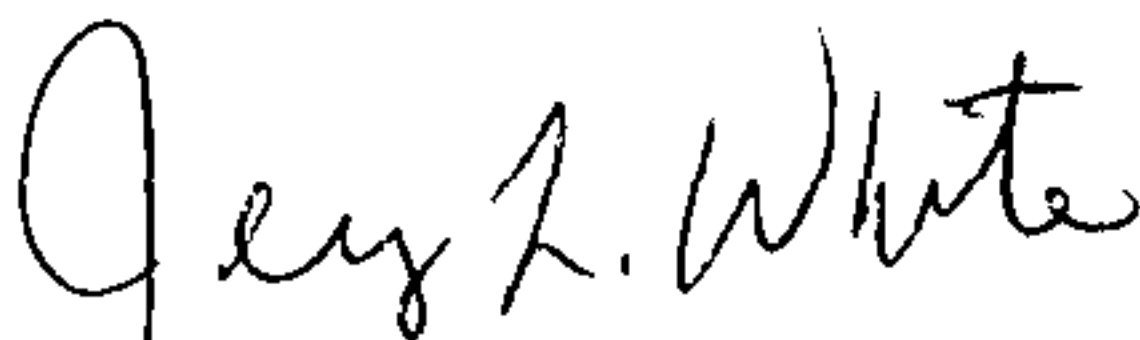
1. A detailed program description shall be provided, listing goals and objectives.
2. Daily class records should be maintained of students participating in program activities and utilizing equipment.

## **MANAGEMENT CORRECTIVE ACTION PLAN**

**Strict adherence of the following existing procedures is required of all program participants.**

3. The program should measure student progress toward established goals and make periodic progress reports to the Association for Community Training.
4. List of instructors should be reported. Instructor qualifications should be included on this list.

**Any computer recipients failing to adhere to these procedures and/or failing to implement the above procedure will be required to return all equipment to the Association immediately.**



**JERRY L. WHITE  
CERTIFIED PUBLIC ACCOUNTANT**

**November 30, 2000**

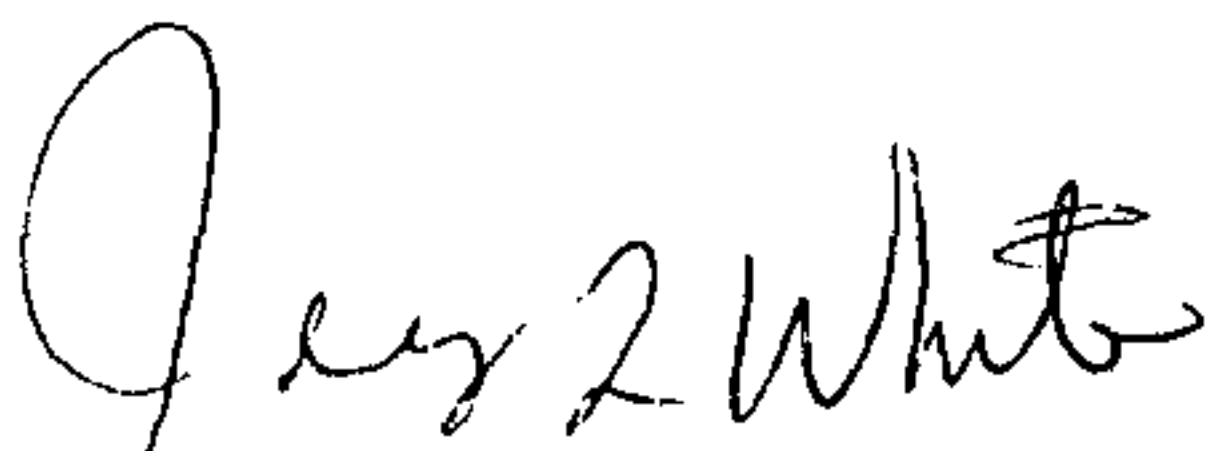


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### **SUMMARY OF PRIOR YEAR FINDINGS**

There were no management letter comments issued in 1999.



**JERRY L. WHITE**  
**CERTIFIED PUBLIC ACCOUNTANT**

November 30, 2000

**S U P P L E M E N T A R Y**  
**I N F O R M A T I O N**

**Association For Community Training, Inc.  
Shreveport, Louisiana**

**STATEMENT OF SUPPORT AND EXPENDITURES - BUDGET AND ACTUAL  
OUAD PROGRAMS**

**For the Year Ended June 30, 2000**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable Unfavorable</u>
<b>SUPPORT AND REVENUE</b>			
Government Grants	1,116,385	1,116,385	
Interest Income		4,890	4,890
 <b>Total Support and Revenue</b>	 <u>1,116,385</u>	 <u>1,121,275</u>	 <u>4,890</u>
 <b>EXPENDITURES</b>			
Personnel - Salaries	549,964	556,442	(6,478)
Personnel - Fringe Benefits	103,249	100,948	2,301
Personnel - Travel	22,024	18,240	3,784
Operating Services	109,028	118,255	(9,227)
Supplies	17,145	18,480	(1,335)
Equipment	100,089	86,790	13,299
Other Expenses	214,886	224,929	(10,043)
 <b>TOTAL EXPENDITURES</b>	 <u>1,116,385</u>	 <u>1,124,084</u>	 <u>(7,699)</u>
 <b>EXCESS (DEFICIENCY) OF SUPPORT AND REVENUE OVER EXPENDITURES</b>	 <u><u>1,116,385</u></u>	 <u><u>(2,809)</u></u>	 <u><u>(2,809)</u></u>

**Association For Community Training, Inc.  
Shreveport, Louisiana**

**STATEMENT OF SUPPORT AND EXPENDITURES - BUDGET AND ACTUAL  
DRUG ABUSE  
For the Year Ended June 30, 2000**

	<u>Budget</u>	<u>Actual</u>	<b>Variance Favorable Unfavorable</b>
<b>SUPPORT AND REVENUE</b>			
Government Grants	20,000	12,344	(7,656)
Interest Income			
<b>Total Support and Revenue</b>	<u>20,000</u>	<u>12,344</u>	<u>(7,656)</u>
<b>EXPENDITURES</b>			
Personnel - Salaries	13,728	9,550	4,178
Personnel - Fringe Benefits	1,157	794	363
Personnel - Travel			
Operating Services	946	466	480
Supplies	2,687	620	2,067
Equipment			
Other Expenses	1,482	914	568
<b>TOTAL EXPENDITURES</b>	<u>20,000</u>	<u>12,344</u>	<u>7,656</u>
<b>EXCESS (DEFICIENCY) OF SUPPORT AND REVENUE OVER EXPENDITURES</b>	<u></u>	<u></u>	<u></u>

**Association For Community Training, Inc.  
Shreveport, Louisiana**

**STATEMENT OF SUPPORT AND EXPENDITURES - BUDGET AND ACTUAL  
SUMMER YOUTH  
For the Year Ended June 30, 2000**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable Unfavorable</u>
<b>SUPPORT AND REVENUE</b>			
Government Grants	24,000	12,432	(11,568)
Interest Income			
<b>Total Support and Revenue</b>	<u>24,000</u>	<u>12,432</u>	<u>(11,568)</u>
<b>EXPENDITURES</b>			
Personnel - Salaries	17,920	7,452	10,468
Personnel - Fringe Benefits	1,511	924	587
Personnel - Travel	260		260
Operating Services	132	261	(129)
Supplies	3,577		3,577
Equipment			
Other Expenses	600	3,804	(3,204)
<b>TOTAL EXPENDITURES</b>	<u>24,000</u>	<u>12,441</u>	<u>11,559</u>
<b>EXCESS (DEFICIENCY) OF SUPPORT AND REVENUE OVER EXPENDITURES</b>	<u></u>	<u>(9)</u>	<u>(9)</u>